

GRANTS PROGRAM SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Grants Program Specialist exists is to be assigned to Section 8 Occupancy, Housing Quality Standards Inspections or Housing Rehabilitation in the City's Community Assistance Office in the Human Services division of the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Community Assistance Manager. The Grants Program Specialist is distinguished from the Senior Grants Program Specialist by the latter being assigned to at least two major component functions of the CDBG, HOME and Section 8 programs.

ESSENTIAL FUNCTIONS

Plans, implements and reports on a particular assigned component operation of the city's CDBG, HOME, and Section 8 Program. Ancillary responsibilities are closely related to the primary assignment.

Coordinates assigned activities with other Housing Agencies, landlords, contractors, clients and non-profit agencies and provides staff support to the Community Assistance Office.

Sets up, maintains and reconciles a variety of client and project files for the Community Development Block Grant (CDBG) program, HOME program, or Section 8 Housing Assistance Program.

Examines applications and client documentation to ensure accuracy.

Operates a personal computer, Microsoft Office software and related federal programs software to prepare quality written reports, correspondence; and maintain files.

Recommends approval of applications and termination of participation in assisted programs.

Implements changes to programs as mandated.

Responds to inquiries and provides information regarding programs requirements.

Performs several functions of grant program service delivery: client services, case management, contract administration and performance reporting.

Addresses complaints and mediates disputes between clients and service providers.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Program operations and federal regulations applicable to the administration of the assigned program.

Competency in software applications related to program related tasks.

Ability to:

Effectively respond to inquiries and provides information regarding programs requirements.

Perform several functions of grant program service delivery: client services, case management, contract administration and performance reporting.

Effectively and efficiently address complaints

Mediate disputes between clients and service providers.

Examines applications and client documentation to ensure accuracy.

Operate a personal computer, Microsoft Office software and related federal programs software.

Recommend and implement changes to programs as mandated and needed.

Review and approve applications and termination of participation in assisted programs.

Coordinate assigned activities with other housing agencies, landlords, contractors, clients and non-profit agencies.

Provide staff support to the other team members in office.

Set up, maintain and reconcile a variety of client and project files.

Prepare and maintain a variety of written reports and related correspondence.

Establish and maintain effective working relationships with co-workers, outside agencies and the general public.

Commit to teamwork and have a shared commitment to quality in everyday work.

Demonstrate the willingness to assume ownership in completion of assigned tasks.

Maintain regular consistent attendance and punctuality.

Education & Experience

Requires a high school diploma or GED and two or more years of responsible professional-level experience with federal grants (i.e., CDBG/HOME/Section 8) directly appropriate to the assigned position.

FLSA Status: Non-exempt

HR Ordinance Status: Classified